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DDP

Approved For Release 2002/05/06 : CIA-RDP74-00390R000300240001-8

DDP/RMS-71/21
17 February 1971

MEMORANDUM FOR: All Division and Staff RMOs

SUBJECT : Disposition of Contract Employee Files

REFERENCE :



1. An agreement has been reached with the Contract Personnel Division of the Office of Personnel which assures the orderly disposition, preservation and control of files on terminated contract employees. The terms of the agreement accord essentially with the provisions set forth in Reference Handbook relative to content and disposition of such files. This agreement will once and for all eliminate the uncertainties experienced previously in regard to maintenance and disposition of the files when released to the Contract Personnel Division.

2. Under the terms of the agreement CS components will process and dispose of personnel files on terminated contract employees as follows:

a. Retain the files for a minimum of 3 months and a maximum of 9 months before forwarding them to the Contract Personnel Division, Room 5E 69 Headquarters. This time span is meant to be flexible so that requests for return of the files for the purpose of processing unfinished business will be minimal, and yet, arrive in the Contract Personnel Division before they retire their files to the Records Center, which is one year after termination of the employees.

b. Purge the files of all exact duplicate copies of documents, cover sheets without comments or signatures, duty status reports and documents of a strictly operational nature.

c. Remove all sensitive personal information and forward it to the Special Activities Staff, Room 401 Magazine Building. Insert cross reference sheets in the file(s) in lieu of the documents referring to the Special Activities Staff.

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d. Leave one copy of all contracts and other documents dealing with contractual matters in the file. Do not assume that the Contract Personnel Division has copies of them.

e. Contract Personnel Division will remove only copies of documents which duplicate their holdings and consolidate remainder with their files.

f. Files received in the Contract Personnel Division which have not been cleaned up as described above will be returned to the responsible component for appropriate purging.

3. Those CS components having a large volume of files eligible for retirement should call the Contract Personnel Division and work out satisfactory transfer arrangements.



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Chief, DDP Records Management Staff

Distribution:

- 1 - Contract Personnel Division
- 1 - DDS/RMO

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